



United States Department of the Interior

FISH AND WILDLIFE SERVICE

300 Westgate Center Drive
Hadley, MA 01035-9589



To: Offerors-Sol# 50181AR027

Subject: Instructions to Offerors

Date: October 2, 2010

To submit a proposal for subject solicitation, please follow the instructions in the numbered items below.

1. Download the documents entitled “ SecuritySolicitationpkg.pdf ” The other file labeled “Clauses” is generated by the system and does not need to be downloaded. The two .pdf files (solicitationpkg/read me first) have all the necessary information for you to submit your proposal.
2. Offeror must complete/sign block 30a/b of the SF 1449 and return it.
3. The contractor must complete schedule B and return it. The failure to offer on all solicitation line items will render bids non-responsive and will not be considered for award
4. Offers shall complete the Contractor Responsibility Questionnaire, listing 3 current or past contracts for references.
5. Contractors shall review table 7.3 on page 9 of the Performance Work Statement and submit items 1-4 with the proposal submission.
6. Offerors must set forth full, accurate, and complete information as required by this solicitation (including attachments). The penalty for making false statements in bids is prescribed in 18 U.S. Code 1001.
7. Contractor must be registered in CCR (central contractor registration) at: www.ccr.gov and also the Online Certifications and Representation Application (ORCA) at: <http://orca.bpn.gov/> . (See 52.212-3, page7 of solicitation).



8. This opportunity is a 100% set aside for small business. The small business size standard is 16.5 million dollars. The NAICs code is 561612.
9. This is a performance based, firm fixed price contract with 1 base year and 4 option years.
10. Proposals are due by 4 pm on 11/4/2010.
11. Proposals can be faxed to Gary Dupuis at (413) 253-8450 or emailed at :
gary_dupuis@fws.gov. or mailed to:

US Fish and Wildlife Service
Attn: Gary Dupuis
300 Westgate Center Drive
Hadley, MA 01035
12. If you have further question in this matter, please call Gary at (413)253-8241.

CONTRACTOR RESPONSIBILITY QUESTIONNAIRE

FOLLOWING A BID OR QUOTE OPENING AND PRIOR TO AWARD, THE CONTRACTING OFFICER MUST DETERMINE IF THE CONTRACTOR SELECTED FOR THE PROPOSED AWARD IS RESPONSIBLE IN ACCORDANCE WITH CODE OF FEDERAL REGULATIONS (CFR) 48 FEDERAL ACQUISITION REGULATION (FAR) 9.103. THE PRIMARY FACTORS WHICH INFLUENCE THIS DETERMINATION IS THE FIRM'S ABILITY TO PERFORM THE REQUIRED WORK AND THE FIRM'S FINANCIAL CAPABILITY. TO ASSIST THE CONTRACTING OFFICER IN THIS DETERMINATION, PLEASE COMPLETE BOTH PAGES OF THIS FORM AND RETURN IT WITH YOUR BID OR QUOTE. THE GOVERNMENT WILL TREAT ALL INFORMATION SUBMITTED ON THIS FORM AS CONFIDENTIAL.

I. LIST THE FOLLOWING INFORMATION FOR THREE PROJECTS WHICH (1) YOU HAVE SUCCESSFULLY COMPLETED WITHIN THE PAST TWO YEARS, AND (2) INVOLVED WORK SIMILAR TO THAT REQUIRED BY THIS INVITATION FOR BID OR REQUEST FOR QUOTE.

A. 1. DESCRIPTION: _____

2. OWNER: _____

3. TELEPHONE: _____ AMOUNT _____ COMPLETED DATE _____

B. 1. DESCRIPTION: _____

2. OWNER: _____

3. TELEPHONE: _____ AMOUNT _____ COMPLETED DATE _____

C. 1. DESCRIPTION: _____

2. OWNER: _____

3. TELEPHONE: _____ AMOUNT _____ COMPLETED DATE _____